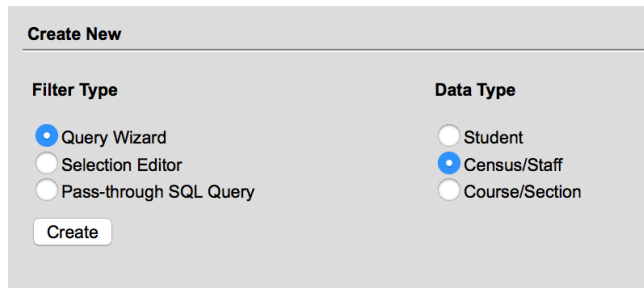


## Extracting TA Data from Infinite Campus for MEA TIDE System (01/19/15)

Purpose of this guide:

To populate the Test Administrator user spreadsheets for import into TIDE. Test Administrator accounts must be created **before** section rosters are added to TIDE.

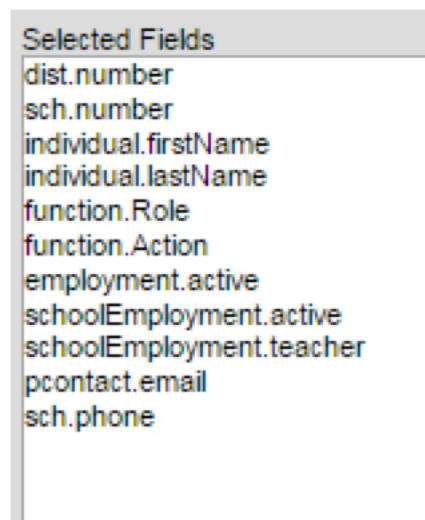
1. In your local Infinite Campus click Ad Hoc Reporting.
2. Click Filter Designer.
3. Select Query Wizard and Census/Staff and click Create.



Filter Type	Data Type
<input checked="" type="radio"/> Query Wizard	<input type="radio"/> Student
<input type="radio"/> Selection Editor	<input checked="" type="radio"/> Census/Staff
<input type="radio"/> Pass-through SQL Query	<input type="radio"/> Course/Section

Create

4. Name your query "TA Export to MEA-SBAC."
5. Select the following fields.\*



Selected Fields

- dist.number
- sch.number
- individual.firstName
- individual.lastName
- function.Role
- function.Action
- employment.active
- schoolEmployment.active
- schoolEmployment.teacher
- pcontact.email
- sch.phone

\*Many of these fields are hard to find using the ad hoc search feature. Here are paths to help you locate them:

### **dist.number**

Staff – District Employment – district – number

### **employment.active**

Staff- District Employment - active

**sch.number**

Staff – Assignment – School – number

**schoolEmployment.teacher**

Staff – Assignment – teacher

**schoolEmployment.active**

Staff – Assignment – active

**sch.phone**

Staff – Assignment – School – phone

**pcontact.email**

Census – Person Contacts - email

6. Add in the Functions using the Function Editor

The Function Editor allows the application of logic to columns. The Concatenate function allows outputting a new column that is not based on a record returned. The Concatenate function allows appending results if the first field would return a null. Both Concatenate a

\*Name: Role

\*Function: Constant

Constant value: TA Add

The Function Editor allows the application of logic to columns. The Concatenate function allows outputting a new column that is not based on a record returned. The Concatenate function allows appending results if the first field would return a null. Both Concatenate a

\*Name: Action

\*Function: Constant

Constant value: add Add

7. Filter the data as follows:

**Filter the data**

ID	*Field	Operator	Value
1	dist.number		
2	sch.number		
3	individual.firstName		
4	individual.lastName		
5	function.Role		
6	function.Action		
7	employment.active	=	1
8	schoolEmployment.active	=	1
9	schoolEmployment.teacher	= TRUE	
10	pcontact.email		
11	sch.phone		

8. Click Next.
9. Format the output of the file as follows:

**Format the output file/report**

☐ Output distinct records

Field	OutputSeq	Sort	Direction	Column Header	Alignment	Formatting	Length
dist.number	1			District ID			
sch.number	2			School ID			
individual.firstName	3			FirstName			
individual.lastName	4			LastName			
function.Role	7			Role			
function.Action	8			Action			
employment.active							
schoolEmployment.active							
schoolEmployment.teacher							
pcontact.email	5			Email			
sch.phone	6			Phone			

10. Click Save and Test.
11. Copy and Paste the data into spreadsheet software.
12. Double check your list. Anyone that does not need to be exported from Infinite Campus to your MEA Test Administrator list should be deleted.
13. Any additional staff that may not be in Infinite Campus (e.g. Ed Techs, Tech Staff) can be added to the bottom of your spreadsheet.

14. Rename the headers to match the following template:

	A	B	C	D	E	F	G	H
1	District ID	School ID	FirstName	LastName	Email	Phone	Role	Action

15. Save your spreadsheet in either CSV or Excel format.

16. Your DSA or SC can upload the spreadsheet into TIDE. Please see the TIDE manual or the quick start Order of Operations Guide on the Maine MEA portal <http://me.portal.airast.org/>

#### CHANGE LOG

Date	Description of Change